8.0 STUDY DOCUMENTATION

The coastal flood hazard determination for each particular community shall be fully documented. Because FISs form the basis of Federal, State, and local regulatory and statutory enforcement mechanisms and are subject to administrative appeal and litigation, it is extremely important that all technical processes and decisions be fully recorded and documented. The FIS text has not been designed to contain all the documentation that would be needed for a response in the event that the study results are questioned; therefore, an engineering report is required for each study. This report will provide detailed data needed by FEMA, or the community, to reconstruct or defend on technical grounds the study results. At a minimum, the following information must be included:

a. Basic Data. This section will include all contacts made to obtain data for the study. All basic data used must be fully referenced and, if possible, reproduced in the report. It is very important that all historical flood information be documented in this section, even if it was not used in quantitative analyses.

b. Transects. All transects used must be shown on a map. Each transect must be plotted separately and show the erosion assessment, input data for wave models, wave envelope and zone determination.

c. Model Input and Output. Computer printout listings for input and output data for both the Wave Runup and Wave Height Models must be

provided for all the transects. These must be keyed to the transect location map and transect plots.

d. Study File. During the course of the study, a file should be maintained that records all coordination, activities, and decisions. This is especially important where nonstandard approaches were used and engineering judgment played a significant role. This file should be in chronological order and include all written correspondence, interoffice memorandums, records of conversations, and working notes pertinent to the study.